## Health Unit Coordinator Certificate

Program Start: Fall and Spring Program Length: 2 Quarters Prerequisites: Yes Total College Credits:44

Students must attend mandatory orientation/ advising meeting with instructor. Students are required to display basic computer skills that include, but are not limited to, using email, typing 35 WPM, navigating the Internet, word processing, and inputting data into a spreadsheet and database. Students must obtain a current CPR card for health care providers. In order to participate in the clinical aspect of the program, students must receive during the HUC 108 course a “No Record On File” report from a certified background check related to crimes against persons. A non-refundable fee is charged to each student for the background check. Students must have current immunizations or laboratory verification of immune status. Immunizations could include, but are not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, Varicella, and yearly flu as required by contracts with clinical facilities and CDC recommendations.

Each student is required to carry personal health/medical insurance throughout the program and their clinical rotations. Quarterly- based insurance for students may be purchased; further information is available through the Advising and Counseling Office.

No student will be allowed at clinical sites without proof of insurance, complete immunizations on file, and having successfully passed a drug screen. Proof of immunizations should be submitted the first week of class unless arrangements have been made with the instructor.

Must be a high school graduate or have a high school equivalency diploma by completion of program. Students must be at least 17½ years of age to begin the program.

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| High School | College |
| Core Science Credit | Anatomy 7 Physiology for Health Unit Coordinators – HUC (3 credits)Electrocardiogram Monitor Technician – HUC 204 (3 credits) |
| Core Social Studies | Introduction to Communication in the Health Unit Coordinator Role – HUC 113 (1 credit) Advanced Communications in the Health Unit Coordinator Role – HUC 118 (2 credits)Legal/Ethical Aspects of Unit Coordinating – HUC 126 (2 credits) |
| CTE Credits/Optional Elective | College Success for All – COLL 102 (3 credits) Keyboarding – CAS 105 (3 credits)Introduction to Health Unit Coordinating – HUC 108 (6 credits) Unit Coordinator Tasks & Procedures II – HUC 112 (4 credits) Unit Coordinator Tasks & Procedures I – HUC 114 (7 credits) Unit Management I – HUC 120 (3 credits)Unit Management II – HUC 122 (3 credits)Clinical Experience – HUC 132 (7 credits) |